

OFFICE TECHNICIAN

Vacancy

**Regional Water Quality Control Board
81 Higuera Street, Suite 200
San Luis Obispo, California 93401-5427**

The Central Coast Regional Water Quality Control Board is currently hiring an Office Technician. The Board is a state agency with responsibility for protecting and restoring the quality of surface and underground waters in the central coast area.

Correspondence Preparation

Prepare all Unit draft and final typing using *Microsoft Word* software, including letters, orders, memoranda, notices, address and file labels, Board Agenda items, etc. Related tasks may include typing materials dictated on cassette tapes. Occasionally, the employee will be independently responsible for initiating non-technical correspondence. To insure consistent and high quality final work products, attention to details, careful editing, and following Unit and Office procedures is required. This mandates careful proofreading, as well as, spell and grammar checking to insure accurate communication.

Unit Support Tasks

Assist in developing and maintaining Unit organization to ensure efficiency and effectiveness, correspondence and report file management, mail preparation, copying, facsimile processing, e-mailing, tracking completed work, calendaring employees schedules, making travel arrangements, data management (*Microsoft Access, and Excel*)-examples include overtime and travel expense tracking, time reports, and graphics preparation using *Microsoft Power Point*.

Officewide Support Tasks

Assist the Office and other Units with the more difficult clerical tasks such as complex typing projects, assistance at Board Meetings, Board Agenda preparation, procurement, training, and budgets. These tasks will require independent analysis and completion under the direction of the Regional Administrative Officer, the Executive Secretary or the Assistant Executive Officer.

Desirable Qualifications: Experience in areas above. To accomplish responsibilities of this position, incumbent must possess ability to communicate effectively, follow directions, utilize good work habits, and have knowledge of English grammar and punctuation. Must possess strong communication and computer skills, be motivated to learn, be highly organized, and be a team player.

Permanent, full-time. Final filing date: July 5, 2000. Submit a resume and standard application to the above address, ATTN: Jay Cano, Senior Water Resources Control Engineer, Questions should be directed to Jay Cano at (805) 549-3699 or CALNET 629-3699.